

Assessing Dockets

Dockets can be accessed via the Docket Lists from the Homepage Menu options, Search results, or by clicking on the Docket ID located on the Document Details screen. Once the desired Docket has been selected, the tabs for managing the Docket display in the contents view as shown in Figure 1.

Docket Details


(A) Update Docket metadata fields as necessary.

(B) The **RIN** field is required for Rulemaking Dockets.

(C) From the Actions dropdown, users can: **Add new phase-sequence**, **Set the current phase-sequence**, **Change a phase-sequence**, **Delete a phase-sequence** and **Bulk Extract** documents depending on their FDMS user roles.

Note: Assigned Docket Manager and the Agency Administrators are able to perform the **Bulk Extract**.

(D) Click on the **Save** button to save changes to metadata fields.

(E) Click the  icon to designate the Docket as a Favorite or the **View as PDF** button to view the metadata fields in PDF. format (optional).

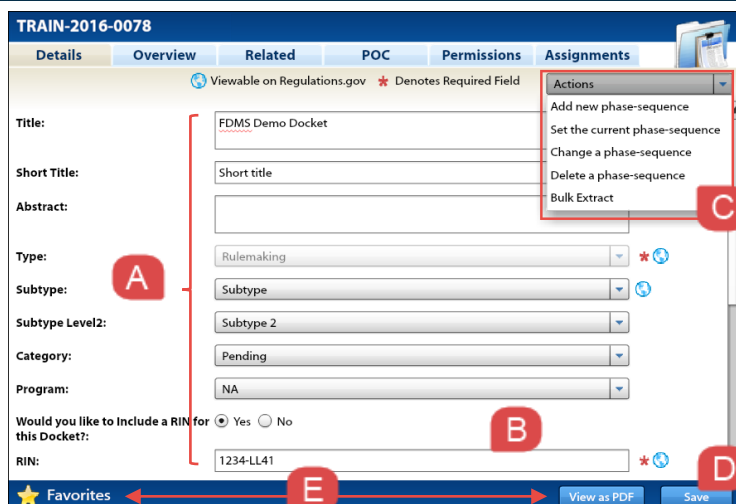


Figure 1: Docket Details tab

Docket Overview

(A) Click the Docket Overview tab to view a snapshot of docket contents by Phase-Sequence and Document Type.

- ❖ **Received:** Documents in active statuses such as **Pending Post** or any agency specific status.
- ❖ **Posted:** Documents **Posted** to Regulations.gov
- ❖ **Inactive:** Documents in **Withdrawn**, **Do Not Post**, or **Deferred** status.

(B) Click on one of the hyperlinked numbers in any column to pull up a search result with the corresponding documents (not shown here).

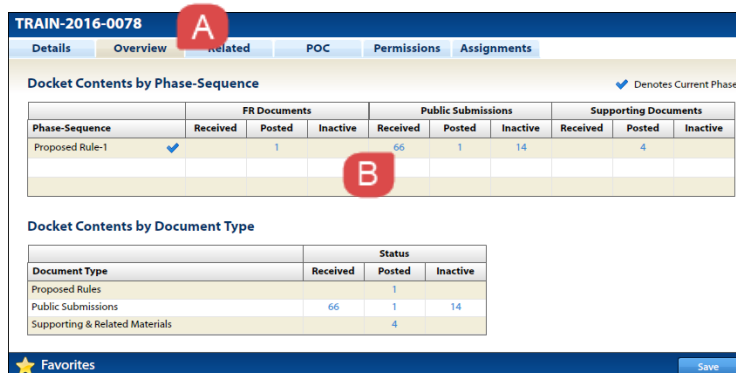


Figure 2: Docket Overview tab


Related Dockets

(A) Click the **Related** Dockets tab to access the Related Dockets list.

(B) Select the **Add Related Docket** button to perform a search for the related Docket.

Note: Internal or External agency Dockets can be searched using the **Agency ID**, **Keyword** or **Docket ID** search fields on **Select a Docket** pop-up window (not shown here).

(C) Click the Docket ID to open the related Docket.

(D) Select the  icon to delete the related Docket from the Related Dockets list.

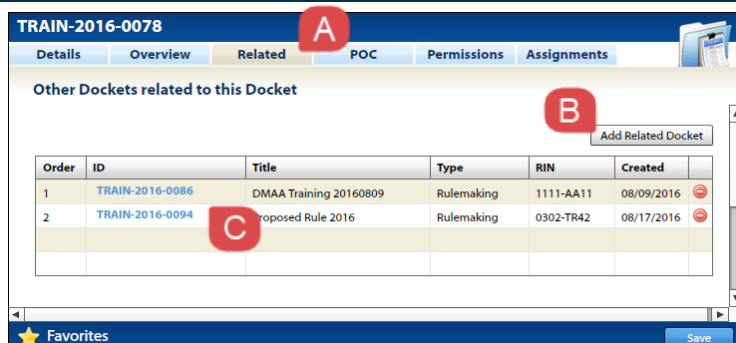


Figure 3: Related Dockets tab

Related Dockets Continued ...

(E) Click the **Save** button to add the Docket to the Related Dockets list

Point of Contact (POC)

(A) Click the **POC** tab to view the Point of Contact List.

(B) Select the **Add Docket POC** button to search or create a new POC.

(C) Click the checkbox to make the POC information viewable on Regulations.gov

(D) Edit the POC information by clicking the **Edit** link.

(E) Select the  icon to delete the POC.

(F) Click the **Save** button to save the changes on an existing POC or to add a new POC (not shown here).

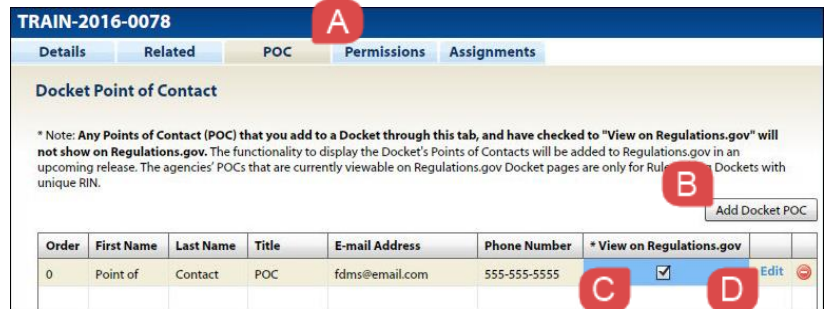


Figure 4: Related Dockets tab

Permissions

(A) Click the **Permissions** tab to view and/or update permissions to the Docket.

(B) Default permissions will be applied to a newly added Docket.

Note: The default permissions setting enables all agency FDMS users to access each Docket.

(C) Select this option to search and find individuals or groups to grant permissions.

Note: Read only or Write permissions can be granted to a user or a group. The Assigned Docket Manager and the Assigned Rule Writer will always have permissions to the Docket.

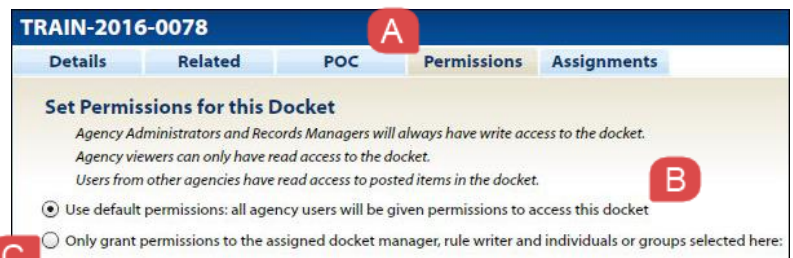


Figure 5: Permissions tab

Assignments

(A) Click the **Assignments** tab to view and/or update Docket and Document assignments.

(B) Select the **Assigned Docket Manager** and the **Assigned Rule Writer** from the respective dropdowns.

Note: Assigned Docket Managers(ADM) and the Assigned Rule Writers are able to locate and access the Docket in their inbox. ADMs are also able to manage the documents assignments from their Work Queue and run or re-run deduplication on a Federal Register Document.

(C) Select one or more Document status rows, then click the **Select User/Group** button to either search for a user or group to make the document assignment change.

(D) Select one or more Document status rows then click the **Clear Assignee** button to remove any assignments

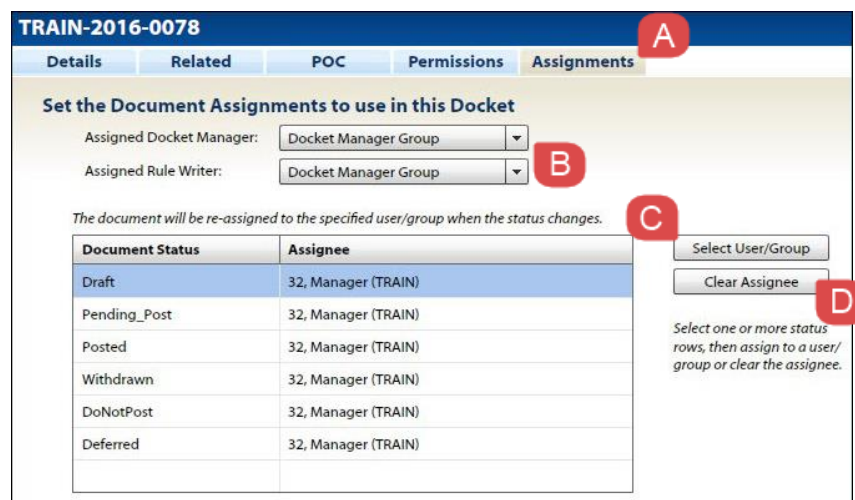


Figure 6: Assignments tab